

## **RISK AND INSURANCE MANAGER**

### **PURPOSE AND NATURE OF WORK**

This is highly responsible administrative and supervisory work involving the management of Consolidated Government's risk management and insurance programs. The various areas of responsibility include risk management, safety and security, and group hospitalization and life insurance. Position supervises the Risk Management division. Work is performed under the direction of the Director of Administrative Services with broad latitude for the exercise of independent judgment and control.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Supervises through subordinate supervisors and participates in matters pertaining to: insurance coverage and claims of Consolidated Government including property, fleet and workers' compensation; subrogation activities; safety and security programs and activities; group hospitalization and life insurance activities; and the activities of the City Nurse. Studies, analyzes and makes reports to city-parish officials concerning recommendations for improved risk management and insurance procedures, or deficiencies in adherence to established policies.

Performs related work as required.

### **NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS**

Considerable knowledge of the principles, methods and practices of risk management, including property, fleet-general liability, fleet-general collision, workers' compensation and group hospitalization and life insurance.

Considerable knowledge of the principles, methods and practices involved in managing a safety and security program.

Ability to analyze, plan and recommend improvements in the administration of risk management and insurance programs.

Ability to establish and maintain effective working relationships with other employees, government officials, and the general public.

Ability to express ideas clearly and concisely, orally and in writing, to groups and to individuals.

### **DESIRABLE TRAINING AND EXPERIENCE**

Bachelor's degree in finance, business administration, management, law, or pre-law including or supplemented by courses in insurance, and progressively responsible experience in the administration of risk management and self-insured property, casualty and group health programs; or any equivalent combination of training and experience.